4/20/2018

Dam Safety Inventory System

Participant Submission Guide

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DSIS Participant Submission Guide

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Contacts

The contacts section is used to maintain contact information related to all persons that interact with a dam. Under contact information users can identify a dam's owner(s), representatives, consultants and submitters of regulatory applications and designs. Users who will be filing applications through DSIS for a particular dam should add themselves as a contact before working on any applications. If permits or inspections are to be filed be sure to enter the design engineer, construction engineer, or inspector contact information under the contacts tab before developing an application, as the contact information will be required.

Users can view and enter contacts for a dam by going to the "Contacts" tab (Figure 1). Once on the contacts tab users will see a list of current contacts associated with the dam. To view the details of a contact record users can left click on a contact in the list.

Figure 1: Contacts Tab

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Updating an Existing Contact to a Dam

To update an existing contact select a contact record and click the "Edit" button on the upper or lower right of the screen (Figure 2). Once in an editing session users can modify contact information as well as add additional phone numbers, addresses, and email addresses. Users should be sure to update contact information as often as possible, this makes it easier to fill out application and communicate with regional engineers.

Figure 2: Editing Contacts

Add an Existing Contact to a Dam

DSIS maintains a list of all contacts used in the system. A single contact in this list can be added to multiple dams. If a contact is already present in DSIS that contact information does not need to be reentered for a new dam. Users can search the global contacts list and add an existing contact to a dam. The following section provides step by step instructions for adding an existing contact to a dam:

1. Click "Add Contact" in the top right corner of the contacts tab (Figure 3).

Figure 3: Add Contact to Dam

2. Search for an existing contact using the four fields available (all field search on a contains statement) (Figure 4).

3. Once the existing contact is found, the user can select the contact by left clicking on the contact records empty dot and choose "Add Contact" (Figure 4).

Figure 4: Add Existing Contact to Dam

4. Users will be prompted to "Add Contact" and must indicate (Figure 5):
    a. Primary – Is this contact the primary contact for this dam?
    b. Contact Type – Indicates contact's relation to the dam.
        i. **Note**, there can only be one primary contact per dam, if a new primary contact is indicted the old primary contact will be set to no (Figure 4).
        ii. **Note,** there should only be one "Owner" per dam. Additional owners should be indicated as "Co-Owner".

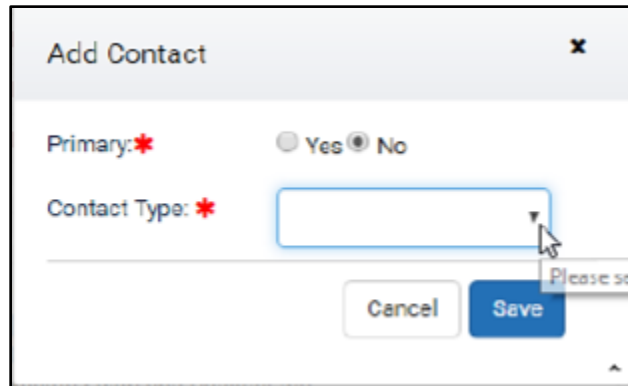5. After selections have been made click "Save" to add the contact to the dam (Figure 5).

Figure 5: Add Existing Contact - Contact Type

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Add a New Contact to a Dam

For contacts that are new to the system, users can add a new contact. The following section provides step by step instructions for adding a new contact to a dam:

1. Click "Add New Contact" in the top right corner of the contacts tab (Figure 6).

Figure 6: Add New Contact to Dam

2. Fill out all required and relevant information (red asterisks indicates required fields) (Figure 7).

3. Once all information has been entered click "Add" (Figure 7).

Figure 7: Editing New Contact Information

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Inspections

Participants can view and add inspections for a dam through the "Inspections" tab (Figure 8). From the inspections tab the user can view a list of all recorded inspection records for a dam. To view the details of an inspection record the user can left click on an inspection record from the inspections grid.

Figure 8: Inspections Tab

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Adding an Inspection

The following section provides step by step instructions for creating and submitting an inspection report:

1. Click the "Add Inspection" button in the top right-hand corner of the inspections tab.

Figure 9: Add Inspection

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2. Enter all information required to start an inspection record (all required fields are indicated by a red asterisk) (Figure 10).
   a. Inspection Date
   b. Inspection Type
   c. Overall condition assessment of impounding structure and appurtenance
   d. Inspection Contact (**Note!** Contact must be entered under the contacts tab before it will be available in this fields drop down!)

3. Click "Add" to save the inspection record. A new record will be present in the inspections grid (Figure 10).

Figure 10: Starting a New Inspection Record

4. Click on the new inspection record in the inspections grid to continue editing (Figure 11).

Figure 11: Selecting a New Inspection Record

5. **Note**, the record now has a status field at the top of the form set to "Development". In a status of development users can populate and edit fields as needed and save as needed (Figure 12).

6. From the "Inspection Details" tab click "Edit" to edit the inspection record (Figure 12).
   a. <u>Best Practice</u>: Always save as often as possible.
   b. <u>Note</u>: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
   c. If there is no data for a text field enter "NA".
   d. If there is no data for a numeric field enter "0".

Figure 12: Editing an Inspection Record

7. Once all information in the inspection form is filled out and saved select the inspection "Attachments" tab (Figure 13).

8. From the "Attachments" tab users will be able to attach the required "PE and Owner Signature" document. The attachment must contain an owner signature approving the inspection application or if the inspection was done by a PE the PE's seal and signature must be present (Figure 13).
   a. Click "Add Files".
   b. Select file for upload.
   c. Name the attachment name in the following format:
      i. "DamInventoryNumber_AttachemntCode_SignDate"
      ii. 029004_SIGN_20180412
   d. Click "Upload"

9. Optional – Users can upload inspection pictures and other supporting documents under the inspections attachment tab.

Figure 13: Inspection Attachments

10. Go back to the "Inspection Details" tab and change the status field to "Submitted" and click "Save".
    a. All data fields must be populated and a "PE and Owner Signature" must be attached to the application or status change will not be saved.

11. Once the inspection application status is set to "Submitted", the user will be locked out of the application and the application will be sent to a regional engineer for review.

Permit Applications

Users can view and add permit applications for a dam through the "Permit Applications" tab (Figure 14). From the permits tab users can view a list of all recorded permit applications for a dam. To view a permit application's details the user can click on a record from the permits grid.

Figure 14: Permit Applications Tab

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Adding a Permit

The following section details step by step instructions for creating and submitting alteration and construction permits:

1. Click the "Add Permit" button in the top right-hand corner of the permits tab (Figure 15).

Figure 15: Add Permit

2. Enter all required information to start a permit application (all required fields are indicated by a red asterisk) (Figure 16).
   a. Permit Type
   b. Proposed Construction/Alteration

3. Click "Add" to save the permit record. A new record will be present in the permits grid (Figure 16).

Figure 16: Start a New Permit Application

4. Click on the new permit record in the permits grid (Figure 17).

Figure 17: Select New Permit Application

5. Note the record now has a status field at the top of the form set to "Development". In a status of development users can populate and edit fields and save as needed (Figure 18).

6. From the "Permit Details" tab click "Edit" to edit the permit application (Figure 18).
   a. <u>Best Practice</u>: Always save as often as possible.
   b. <u>Note</u>: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
   c. If there is no data for a text field enter "NA".
   d. If there is no data for a numeric field enter "0".

Figure 18: Editing a Permit Application

7. Once all information in the permit form is filled out and saved select the permits "Attachments" tab (Figure 19).

8. From the "Attachments" tab users will be able to attach the required "PE and Owner Signature" document. The attachment must contain an owner signature and PE seal with signature.
   a. Click "Add Files".
   b. Select file for upload.
   c. Name the attachment name in the following format:
      i. "Dam Inventory_Number_Attachemnt Code_Sign Date"
      ii. 029004_SIGN_20180412
   d. Click "Upload"

9. Optional – Users can upload design plans and other supporting documents under the permits attachment tab.

Figure 19: Permit Application Attachments

10. Go back to the "Details" tab and change the status field to "Submitted" and click "Save".
    a. All data fields must be populated and a "PE and Owner Signature" must be attached to the application or status change will not be saved.

11. Once the permit application status is set to "Submitted", the user will be locked out of the application and the application will be sent to a regional engineer for review.

Certificate Applications

Participants can add, view, and edit (if in a status of "Development") certificate applications for a dam through the "Certificate Applications" tab (Figure 20). On the "Certificates Application" tab a list of all recorded certificate applications for the dam will be displayed. Participants can view and edit the details of a record by left clicking on a record.

Figure 20: Certificate Applications Tab

Adding a Certificate

The following section provides step by step details on how to create and submit a conditional or regular certificate for DCR review and acceptance.

1. Click the "Add Certificate" button in the top right-hand corner of the certificates tab (Figure 21).

Figure 21: Add a Certificate Application

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2. Enter all required information for the certificate application (all required fields are indicated by a red asterisk) (Figure #). The following fields are required to start a new certificate application:
   a. Certificate Date
   b. Operation of Control Gates & Spillways
   c. Operation of Impoundment Drain

3. Click "Add" to save the certificate application. A new record will be present in the certificate applications grid (Figure #).

Figure 22: Start a New Certificate Application

4. Click on the new certificate record in the certificate applications grid (Figure 23).

Figure 23: Select a New Certificate Application

5. Once back in the certificate application note how the application now has a status field at the top of the form set to "Development" (Figure 24). In a status of development users can populate and edit fields and save as needed.

6. From the "Certificate Details" tab click "Edit" to edit the certificate application (Figure #). Once in an edit session fill out all data fields (Figure 24).
    a. <u>Best Practice</u>: Always save as often as possible.
    b. <u>Note</u>: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
    c. If there is no data for a text field enter "NA".
    d. If there is no data for a numeric field enter "0".

Figure 24: Edit a Certificate Application

7. Once all information in the certificate application is filled out and saved, select the certificate applications "Attachments" tab (Figure 25).

8. From the "Attachments" tab users will be able to attach the required "PE and Owner Signature" document. The attachment must contain an owner signature and a PE's seal with signature (Figure 25).
    a. Click "Add Files".
    b. Select file for upload.
    c. Name the attachment name in the following format:
        i. "Dam InventoryNumber_AttachemntCode_SignDate"
        ii. 029004_SIGN_20180412
    d. Click "Upload"

9. Optional – Users can upload other supporting documents under the certificates attachment tab.

Figure 25: Certificate Applications Attachments

10. Go back to the "Certificates Details" tab and change the status field to "Submitted" and click "Save".
    a. All data fields must be populated and a "PE and Owner Signature" must be attached to the application or status change will not be saved.

11. Once the inspection application status is set to "Submitted", the user will be locked out of the application and the application will be sent to a regional engineer for review.

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Emergency Plans

Users can add, view, and edit emergency plans for a dam through the "Emergency Plans" tab (Figure 26). On the emergency plans tab users will see a grid displaying all emergency plans on record. By left clicking on a row in the grid users can view or edit the details of an emergency plan.

Figure 26: Emergency Plans Tab

Adding an Emergency Plan

The following sections provides step by step instructions on how to create and submit an emergency plan:

1. Click the "Add EP" button in the top right-hand corner of the emergency plans tab (Figure 27).

Figure 27: Add an Emergency Plan

2. Enter all required information for the emergency plan (all required fields are indicated by a red asterisk) (Figure 28).
   a. E911 Address
   b. E911 Address Description
   c. Plan Type
   d. Total Depth in Emergency Spillway Before Overtopping (Decimal-Feet)

3. Click "Add" to save the emergency plan record. A new record will be present in the emergency plan grid (Figure 28).

Figure 28: Start a New Emergency Plan

4. Click on the new emergency plan record in the inspections grid (Figure 29).

Figure 29: Select a New Emergency Plan

5. Note the record now has a status field at the top of the form set to "Development". In a status of development users can populate and edit fields as needed and save as they please (Figure 30).

6. From the "Emergency Plan Details" tab click "Edit" to edit the inspection application (Figure 30).
   a. Best Practice: Always save as often as possible.
   b. Note: data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
   c. If there is no data for a text field enter "NA".
   d. If there is no data for a numeric field enter "0".

Figure 30: Edit an Emergency Plan

7. Once the application form has been completed go to the contacts tab of the EP Details page and add all emergency contacts to the emergency plan (Figure 31).

8. From the EP Details Contacts tab add contacts by clicking the "Add Contact to EP" button (Figure 31).

Figure 31: Emergency Plans Contacts Tab

9. To add contacts, the user can select "Add Contact" (Existing) or "Add New Contact" (Figure 32). Adding contacts to an EP functions the same way as adding a contact to a dam. For details on adding contacts see the first section of this document "Contacts".

Figure 32: Adding Contacts to an Emergency Plan

10. Once a contact is added the user will be prompted to indicate (Figure #):
   a. Primary – Is the primary emergency contact.
   b. EP Contact Type – Indicates the emergency role of the contact.

Figure 33: Emergency Plan Contact Types

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11. Once the emergency contact has been added, the contact will be present in the EP Contacts grid (Figure 34). Users can click on any contact record to view the details of a contact. All of the following contact types must be added to the EP Contacts before submittal:

  a. Dam Operator
  b. Alternative Dam Operator
  c. Rain Gauge Observer
  d. Alternate Observer
  e. 24-Hour Dispatch Center
  f. Local Government Emergency Services Coordinator
  g. Transportation Administrator
  h. National Weather Service Contact
  i. Consulting Engineer

Figure 34: Added Emergency Contact

12. Once all information in the emergency plan form and emergency contacts have been filled out and saved select the emergency plan "Attachments" tab (Figure #).

13. From the "Attachments" tab users will be able to attach the required "PE and Owner Signature" document. The attachment must contain an owner signature and a PE's seal with signature. For an emergency plan a full emergency plan document is required to be attached as well.
    a. Click "Add Files".
    b. Select file for upload.
    c. Name the attachment names in the following format:
        a. "DamInventoryNumber_AttachemntCode_SignDate"
        b. 029004_SIGN_20180412
        c. 029004_EAP_20180402
    d. Click "Upload"

12. Optional – Users can upload EP maps and other supporting documents under the inspections attachment tab.

Figure 35: Emergency Plans Attachment Tab

14. Go back to the "Emergency Plan Details" tab and change the status field to "Submitted" and click "Save".

15. All data fields must be populated and a "PE and Owner Signature" must be attached to the application or status change will not be saved.

16. Once the emergency plan status is set to "Submitted", the user will be locked out of the application and the application will be sent to a regional engineer for review.